

**United States Department of Agriculture  
Agricultural Marketing Service, Science & Technology  
Pesticide Data Program**

SOP No.: PDP-ADMIN-03		Page 1 of 6
Title: Training/Personnel Records and Performance Evaluation of Technical Personnel		
Revision: 6	Replaces: 07/01/06	Effective: 07/01/08

**1. Purpose:**

To provide minimum requirements for training and personnel records to be maintained by those organizations that are participating in the collection of samples and the performance of analytical determinations for the USDA/AMS-Pesticide Data Program (PDP) and to ensure that technical personnel can use the analytical methodology and analytical systems in their laboratory to identify and quantitate chemicals of concern to PDP.

**2. Scope:**

This Standard Operating Procedure (SOP) shall be followed by USDA/AMS and all facilities involved in the collection of samples and performance of analytical determinations for PDP, including those laboratories which are conducting residue studies for PDP and support laboratories conducting stability or other types of studies which may impact the program.

**3. Outline of Procedure:**

- 5.1 Identification of Technical Personnel
- 5.2 Qualifications
- 5.3 Resume or Curriculum vitae (CV)
- 5.4 Training and Continuing Education
- 5.5 Technical Personnel Performance Evaluation
- 5.6 Retention of Records

**4. References:**

- USDA.AMS Combined Microbiological Data Program/PDP Technical-Quality Assurance Meeting, March 27-31, 2006, Richmond, VA
  - USDA/AMS PDP Quality Assurance – Technical Meeting, May 18-20, 2004
  - USDA/AMS PDP Quality Assurance Meeting, May 18-20, 1999
  - Technical Meeting, June 2-3, 1993, East Lansing, MI
  - USDA/AMS-PDP SOP DATA-04, Data Submission, Storage, Retrieval and Archival
  - GLP Meeting with USDA/AMS GLP Committee and Robert Epstein, 4/29/92
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- GLP Meeting with EPA/OPP, EPA/OCM, USDA/AMS, and USDA/AMS GLP Committee, 4/28/92
- Chemist Certification for USDA PDP, Epstein, R., summarized by Jackson, T. including comments from participating state laboratories, 4/23/92
- Dean Hill, Chief, EPA-NEIC, Pesticides and Toxic Substances Branch, Technical Meeting, Presentation, 40 CFR 160, Subpart B, February, 1992
- Florida Department of Agriculture and Consumer Services, QA/QC Guideline Document, February 4, 1992, pg. 20.1
- U.S. EPA SOP No. GLP-02, Determining Compliance of Audited Studies with GLP Standards Requirements, pp. 3-4, October 1, 1990
- U.S. EPA, Personnel, 40 CFR part 160.29, August 17, 1989
- U.S. EPA, Storage and Retrieval of Records and Data, 40 CFR part 160.190, August 17, 1989
- U.S. EPA, Retention of Records, 40 CFR part 160.195, August 17, 1989
- Taylor, Quality Assurance of Chemical Measurements, 1987, pg. 120

**5. Specific Procedures:**

**5.1 Identification of Technical Personnel**

**5.1.a** The TPM or designee shall identify all technical personnel conducting the PDP study.

**5.1.b** The TPM or designee shall maintain a list of technical personnel.

**5.1.c** The TPM or designee shall submit lists of technical personnel to the Quality Assurance Unit (QAU), the Administrative Manager, and the USDA/AMS Technical Director.

**5.1.d** As technical personnel change, a modified list shall be filed with the groups or persons identified above.

**5.2 Qualifications**

**5.2.a** Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for USDA/AMS shall have the

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education, training, and experience, or combination thereof, to enable that individual to perform the assigned functions.

**5.2.b** Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for USDA/AMS shall have documented credentials that meet at least the minimum standards for the position which they hold.

### **5.3 Resume or CV**

**5.3.a** Each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for USDA/AMS shall have a resume or CV on file with the participant management. It shall detail the individual's education, training, and work experience history.

**5.3.b** The resumes or CVs must be kept on file and available for review. In lieu of CVs, a completed application for the position held shall constitute the minimum requirement for the basic resume. The requirement for keeping the application current applies.

**5.3.c** The term "each individual" includes temporary and part-time workers as well as aides and others who participate in PDP related activities.

### **5.4 Training and Continuing Education**

**5.4.a** Training records shall be maintained and kept current for each individual engaged in the conduct of or responsible for the supervision of the sample collection process or the performance of analytical determinations for USDA/AMS and shall be available for inspection during PDP laboratory reviews and internal laboratory reviews.

**5.4.b** Records shall include on-the-job training, in-service training, out-service courses, seminars, and conferences attended by the individual. The records shall note the subject matter of the training, the source of training and if possible the name of the trainer.

**5.4.c** Publications and articles authored as well as participation in professional societies should be included in the training records.

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**5.4.d** If analysts within a participant laboratory qualify as individuals for running samples for PDP, the proficiency records shall also be entered into the training file or a similar personal file. If the analysts qualify as a team, a separate team file, showing the participants, including their role in the qualification, must be maintained.

**5.5 Technical Personnel Performance Evaluation**

**5.5.a** Each laboratory shall document the procedures for individual performance in an internal SOP.

**5.5.b** Suggestions for performance evaluation include:

**5.5.b.1** Control charting of process controls and fortification spikes. Acceptance criteria for recoveries and coefficient of variation are outlined in PDP-QC-04.

**5.5.b.2** Internal blind check samples prepared by the QAU and fortified with PDP pesticides varying between 1x LOQ and 10x LOQ. Acceptance criteria for recoveries and coefficient of variation are outlined in PDP-QC-04. The only information given to the technical personnel being certified shall be the matrix identity and weight of the sample.

**5.5.b.3** Proficiency check sample results.

**5.6 Retention of Records**

**5.6.a** Records documenting subsections 5.1 - 5.5 above shall be kept for all personnel involved with the PDP study.

**5.6.b** Records archived under this SOP shall be stored in the same manner and for the same duration as required for the raw data for the PDP study.

**5.6.c** The records archived under this SOP shall be retained under the individual participant's archive control and do not need to be transmitted to USDA as part of the study data. These records shall be auditable by an authorized employee or duly designated representative of USDA/AMS.

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*6/23/08*

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**Revision 6**

May 2008

Monitoring Programs Office

- General update
- Removed reference to SOP PDP-QC-08 from Section 5.5.b.1
- Removed reference to SOP PDP-ADMIN-06 from Section 5.5.b.2

**Revision 5**

- Added requirements and references from SOP PDP-QC-03, Performance Evaluation of Technical Personnel
- Renamed SOP to reflect the addition of SOP PDP-QC-03 requirements
- Added reference to 2006 Combined MDP/PDP Technical-Quality Assurance Meeting to subsection 4

**Revision 4**

- Updated format to conform with other SOPs
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